



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 1, Addendum # 5
Replaces: new
Administered by: OEDM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy State Fire Marshal

SUBJECT:	DECERTIFICATION PROCESS
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PURPOSE:

To illustrate the State Fire Marshal's procedure for decertification of a fire official.

DISCUSSION:

Pursuant to C.G.S. § 29-298, in order to maintain certification status, fire officials are required to complete a specified number of hours of continuing education over a three-year period.

The State Fire Marshal may, after notice and opportunity for hearing, revoke any certificate issued under the provisions of subsection § 29-298 (a) for failure on the part of a local fire official to present such proof.

Directive # 6, Addendum # 1 should be reviewed for Department of Public Safety hearing procedures.

In order to clarify this process, the following policy is established. The Office of State Fire Marshal (OSFM) endorses that policy as set forth in the following.

POLICY:

The Office of Education and Data Management (OEDM) maintains the credit history for all fire officials.

Approximately six months prior to the end of the three-year cycle, a reminder letter is sent to fire officials who appear to have a shortfall in credits.

At the end of the three-year cycle, OEDM notifies the Deputy State Fire Marshal that a fire official has not met his/her required number of continuing education credits.

An "intent to decertify" letter is sent by certified mail to the fire official. That letter notifies the fire official that they have not met the requirements and a hearing will be scheduled. The letter allows the fire official thirty (30) days to respond. A declination form is enclosed. If the individual does not wish to have a hearing, the form should be completed and mailed to the OSFM.

If the fire official does not intend to have a hearing, please notify either the OSFM or OEDM. The hearing panel is comprised of fire officials who volunteer their time in order to hear each case. Therefore, consideration of their efforts is essential.

After receipt of the declination form, a notice of decision will be sent certified mail to that fire official. The appointing authority and the fire marshal will be notified.

In the event that the fire official wishes to have a hearing or does not respond, a hearing will be scheduled. Notice of the hearing will be made by certified mail to the fire code official.

At the hearing the individual may present testimony either verbally or in writing. The panel will recommend a course of action to the Deputy State Fire Marshal.

The Deputy State Fire Marshal, designee for the State Fire Marshal, will make the decision. The notice of decision will be sent certified mail to the fire official. The appointing authority and the fire marshal will also receive the decision.